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MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE


PUBLIC HEALTH SERVICE

HEALTH RESOURCES ADMINISTRATION

BUREAU OF HEALTH RESOURCES DEVELOPMENT

TO : HRP Executive Staff

DATE: October 18, 1974

FROM : R. L. Peterson 

SUBJECT: HRP Executive Staff Meeting, October 15

A request for the "outside" recruitment of an Organization and Management Specialist was presented by Mr. Croft, and considered at length. Mr. Henson, EEO Specialist for DCHP and DRMP, was present and participated in the discussion.

Mr. Croft indicated that six persons in the three program divisions had been identified as possibly qualified and had been interviewed by him. Only one of those proved to be interested and that person, in Mr. Croft's judgment, was not especially well-qualified in terms of the more specific duties and responsibilities required for this particular Organization and Management Specialist position. Thus, the request to initiate a recruitment action.

There was general agreement that there was a need for such a position and person. Some questions were raised though as to certain specifics reflected in the draft position description including the proposed GS-13 grade level, and the timing of the recruitment action. With respect to the first, it was understood that if the position were to be classified at a higher grade, then the availability of a qualified candidate from within certainly should be re-examined.

Mr. Croft will proceed vis-a-vis Parklawn Personnel to establish and recruit for such a position.

Messrs. Rubel and Croft reported on recent developments and activity with respect to the HRP budgets for fiscal years 1975 and 76. Several points were emphasized in this connection: (1) the main assumptions made last spring when HRP budget proposals were developed initially are no longer valid; (2) while some very rough and highly preliminary figures were put together last week in response to questions from OMB, no firm or final decisions have been made; and (3) we have about one month to develop our proposed requests for FY 75, which would be a supplemental, and FY 76.

There also was brief discussion about the desirability and usefulness of periodically meeting with all the key staff of the three divisions, branch and office chiefs as well as division directors. The general reaction was favorable.

The HRP executive staff will meet again on Monday, October 21.

cc: Dr. Wherritt
Dr. Ellis